

Retention and Classification Report

Agency: Canyons School District (Utah) (3511)

Canyons School District
9150 South 500 West
Sandy, UT 84071
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Records Officer Jeff Christensen

28340	Gifted student test results
28371	Indian Hills Middle School Student Test Results
28131	Legal files
27733	Special Education student records

AGENCY: Canyons School District (Utah)

SERIES: 28340

3

TITLE: Gifted student test results

DATES: 2004 -

ARRANGEMENT: Alphanumeric

DESCRIPTION:

These test results from individual students for placement in the advanced learner programs are used to verify appropriate placement in the gifted program. Records from 2001-2009 are for the Advanced Learner Program (ALPs) test and were created prior to Canyons School District establishment from Jordan School District. Records post 2009 are for the Supporting Advanced Learners Toward Achievement (SALTA) test. These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards. They are also called Student cumulative cards.

RETENTION:

Retain 15 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 2.

AUTHORIZED: 07/16/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

AGENCY: Canyons School District (Utah)

SERIES: 28340

TITLE: Gifted student test results

(continued)

APPRAISAL:

Administrative

Administrative: Test results are used to determine and validate
ALPS placement.

PRIMARY CLASSIFICATION:

Exempt Subject to FERPA

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Canyons School District (Utah)

SERIES: 28371

3

TITLE: Indian Hills Middle School Student Test Results

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These documents are individual student end of quarter or end of year test scores. This data is used to monitor progress as well as for student placement.

RETENTION:

Retain 3 years after graduation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 29.

AUTHORIZED: 05/26/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided student has graduated.

APPRAISAL:

Administrative Historical
Records are used for student and program management purposes.

AGENCY: Canyons School District (Utah)

SERIES: 28371

TITLE: Indian Hills Middle School Student Test Results

(continued)

PRIMARY CLASSIFICATION:

Private

63G-2-302

AGENCY: Canyons School District (Utah)

SERIES: 28131

1

TITLE: Legal files

DATES: 2004-

ARRANGEMENT: chronological

DESCRIPTION:

These records document civil litigation and Individuals with Disabilities Education Act (IDEA) due process hearings. The records are used to document educational services and complaints, including Individualized Education Profiles (IEPs), Office for Civil Rights (OCR) complaints, etc. Included are court documents, correspondence, copies of deposition testimony, case file copies, and attorney work product. May also include police reports, witness statements, photographs, contracts, reports, etc. Case file copies may contain vital statistics worksheets, admission information, request for prior approval, client background history, social summary, and psychological and psychiatric evaluations. Information includes name of client, client Social Security number, client case number, case worker name, agency attorney name, legal issue, case number, and litigation outcome.

RETENTION:

Retain 30 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case closes and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

AGENCY: Canyons School District (Utah)

SERIES: 28131

TITLE: Legal files

(continued)

APPRAISAL:

Legal

These files document legal proceedings. There is a two-year waiting period for petitioners (parents or guardians) to refile, however there is no statute of limitations and petitioners may refile at any time while the student is eligible.

PRIMARY CLASSIFICATION:

Private

AGENCY: Canyons School District (Utah)

SERIES: 27733

3

TITLE: Special Education student records

DATES: 1984-

ARRANGEMENT: Chronological by date of birth thereunder alphabetical by surname

ANNUAL ACCUMULATION: 150.00 cubic feet.

DESCRIPTION:

These individual case files document students enrolled in the district's special education programs. To provide archival information on students previously served in a Special Education program in the Canyons School District. They contain various reports and completed forms including learning disability assessment reports, approvals for special education services, completed tests and surveys, information on parents or guardians, and approval of placement in the Special Education Program.

RETENTION:

Retain until student is 27 years old

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center provided special education services have terminated. Retain in State Records Center for 22 years and then destroy.

AGENCY: Canyons School District (Utah)

SERIES: 27733

TITLE: Special Education student records

(continued)

APPRAISAL:

Administrative

The agency has expressed an administrative need to retain these records for two additional years beyond the three-year retention specified in the state school district general retention schedule and by federal and state guidelines.